

## **Columbus Parks and Recreation Department**

P.O. Box 858, 22<sup>nd</sup> and Sycamore Streets  
Columbus, Indiana 47201  
(812) 376-2680

### **REQUEST FOR QUALIFICATIONS**

June 18, 2003

The Columbus Parks and Recreation Department wishes to engage professional services for:

## **Public Input and Program Development for The Commons Playground**

You are invited to submit a qualifications package to complete this work. Sealed proposals (four sets) must be clearly labeled as a proposal for this project, and delivered to the Columbus Parks and Recreation Department, P.O. Box 858, 22<sup>nd</sup> & Sycamore Streets, Columbus, Indiana 47201.

Enclosed or attached are the following:

- RFQ document
- Drawing of The Commons, including the playground
- 12 photos of The Commons playground

Important dates are:

- |                       |                                       |
|-----------------------|---------------------------------------|
| • Orientation Meeting | August 12, 2003 at 2:00 P.M. E.S.T.   |
| • Submission Deadline | September 8, 2003 at 5:00 P.M. E.S.T. |
| • Interviews          | November 18, 2003                     |

The project will be awarded to the most responsive and qualified professional. The Columbus Parks and Recreation Department expressly reserves the right to waive any and all requirements and reject any and all qualifications. If there are questions, call me at (812) 376 - 2680.

Sincerely,

Ed Curtin, ASLA  
Assistant to the Director  
Columbus Parks and Recreation Department



## Request for Qualifications

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### Public Input and Program Development for The Commons Playground

#### Project Description and Goals

The Commons Playground is a part of The Commons, a public use indoor open space at the east end of The Commons Mall shopping center. The Commons is located at 4<sup>th</sup> and Washington Streets in downtown Columbus, Indiana. World-renowned architect Cesar Pelli designed the building and playground while with Gruen and Associates. They were constructed in 1973.

The playground is considered to be of architectural significance as a part of The Commons, and is also an important work of environmental sculpture. It is very heavily used and has played a large part in the life of the community over the years. This is the only indoor playground in Columbus that is open to the public. It is closely integrated with The Commons, the community's public performance and activity space, and with the adjacent food service areas of the mall.

Over the life of the playground some elements have been altered or closed due to wear or safety concerns. Due to changes in safety standards, age of the equipment, and maintenance concerns, all or part of the playground needs to be altered or replaced. It is the desire of the community that these areas of concern be addressed and corrected, but at the same time, the redesigned playground shall be at least equal to the original in terms of play value and quality of design.

This project asks for a consultant to design and implement a public input process to determine community requirements for the playground. Based on this the consultant will develop a set of programmatic requirements for the new playground.

The possibility exists that the consultant may be hired for the additional service of assisting the client in soliciting the services of playground designers. This service would be outside the scope of the current RFQ. Furthermore, should the consultant be hired for this added service, the consultant would not be excluded from submitting a proposal for design of the playground.

There will be no relationship between this contract and the likelihood of being selected for the further phases.

### **Pre-proposal meeting (to be conducted on Level 2 of The Commons, 4<sup>th</sup> and Washington)**

At the meeting at 2:00 P.M. E.S.T., August 12, 2003, the project will be described in detail. We will explain how we anticipate moving forward on the project. Any material provided at the meeting also will be made available on the Columbus Parks and Recreation Department website [www.columbusparksandrec.com](http://www.columbusparksandrec.com).

### **Scope of Services Required**

1. Facilitation of the public input process.
2. Compilation and evaluation of public input information.
3. Development of program for playground based on public input.

A potential additional service may be assistance in solicitation of consultants for project design. However, it is not included in the required scope of services.

### **Deliverables**

1. Plan for public input process.
2. Summary of public input process.
3. Program of playground space.

Note: All base information needed shall be provided by the City of Columbus.

### **Client**

The client in this project is the Board of Directors of The Commons, coordinated through the City of Columbus, Parks and Recreation Department.

The contact person is Mike Keogh, Director of Business Services for the Columbus Parks and Recreation Department. (812) 376-2680. [mkeogh@columbus.in.gov](mailto:mkeogh@columbus.in.gov).

### **Selection Criteria**

1. Qualifications of the team.
2. Demonstrated experience in development and facilitation of public input process.
3. Demonstrated experience in indoor playgrounds of comparable complexity.
4. Number of similar projects.
5. Experience of the team. (Work with architecture, playground design, current guidelines, and facilitation of public input process)
6. Attendance at the Orientation Meeting.
7. Ability to work with a client team.

## Submittal Requirements

1. Team Information (firm/company history – resumes of **team specifically** working on the project)
2. Organization chart
3. Summary of similar projects – Be sure to explain scope of each project, from public input to construction, and provide client contact.
4. Fee – **This project is qualifications based. No fee is required at this time. Approximate project cost is \$250,000.**
5. References on projects.

## Evaluation Criteria

## Possible Points

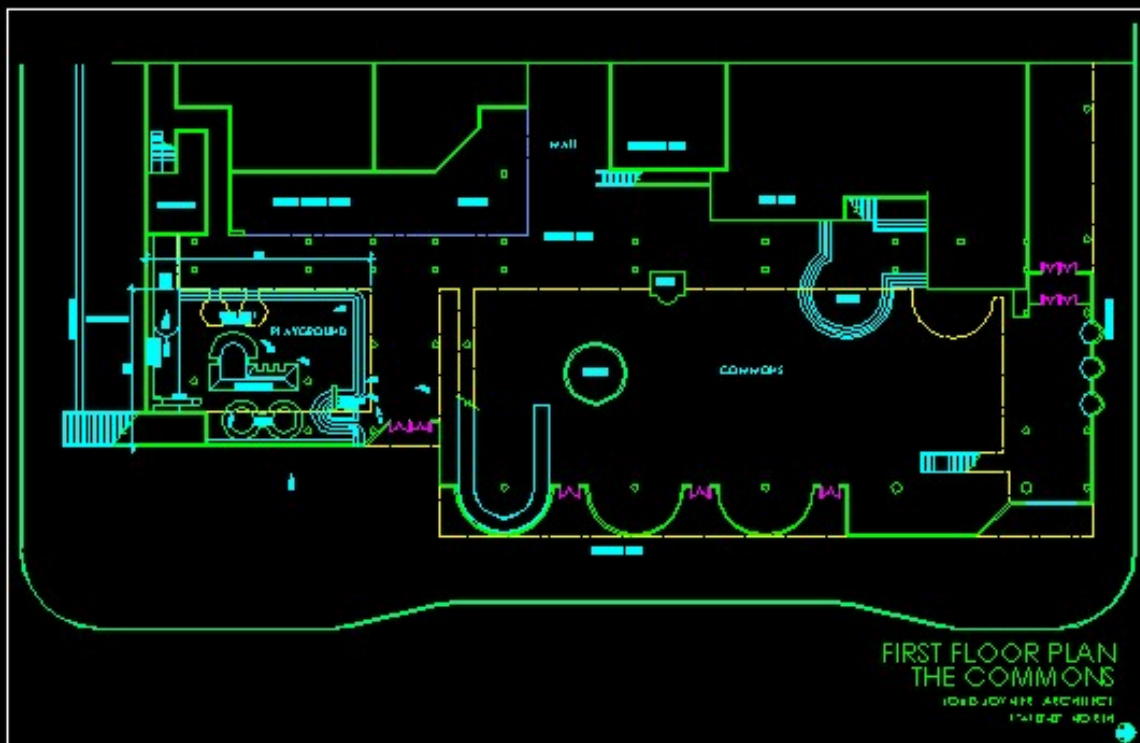
- |   |    |
|---|----|
| 1. Followed directions                                | 10 |
| 2. Qualifications of the team                         | 15 |
| 3. Number of playground projects                      | 5  |
| 4. Number of similar projects                         | 10 |
| 5. Experience of team                                 | 20 |
| 6. Attend Orientation Meeting                         | 5  |
| 7. Work with indoor playgrounds of similar complexity | 10 |
| 8. Experience with public input process               | 15 |

**Above criteria will be used for first cut – anticipate interviewing 4 – 5 teams**

**Additional information required for interviews will be a project proposal, including fees based on scope of services. Client team will evaluate interviewees on following criteria:**

- |  |     |
|--|-----|
| 9. Ability to work with a client team          | 10  |
| 10. Familiarity with project                   | 10  |
| 11. Personal impressions                       | 10  |
| 12. Value team brings to community             | 10  |
| 13. Rapport in interview                       | 10  |
| 14. Confidence in ability                      | 10  |
| 15. Realistic timeframe                        | 10  |
| 16. Willing to work with us to keep costs down | 10  |
| 17. Identifies areas to keep costs down        | 10  |
| 18. Areas of client concern                    | -20 |

**End of Request For Qualifications**





The Commons playground -- picture 1



The Commons playground – picture 2



The Commons playground – picture 3



The Commons playground – picture 4





The Commons playground – picture 5



The Commons playground – picture 6





The Commons playground – picture 7



The Commons playground – picture 8



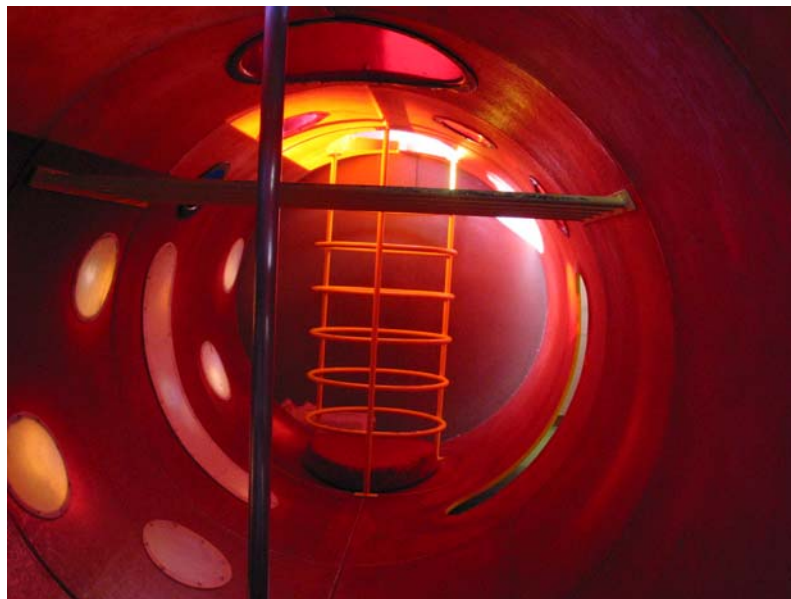
The Commons playground – picture 9



The Commons playground – picture 10



The Commons playground – picture 11



The Commons playground – picture 12